

Conversion of Temporary Grades Policy

Section 1 - Background and Purpose

(1) The University uses a number of administrative codes which are converted to assessment grades normally through action taken by students and/or academic staff.

(2) Where such conversion does not occur, the Student Records Office converts outstanding administrative codes to assessment grades so the University and its students have accurate records of the students' performance.

(3) All administrative codes must be normally converted to assessment grades by the end of the second Progression Period following the Progression Period to which the administrative code relates. For example, a code from the first Progression Period 2008 must be converted by the end of the first Progression Period 2009.

Section 2 - Scope

(4) Applies to:

- a. all campuses;
- b. all coursework subjects except exchange subjects and those graded externally;
- c. all academic staff and general staff involved in the assignment or processing of results;
- d. all administrative codes except X and **.

Section 3 - Policy Statement

(5) The University's grading scale includes a number of administrative codes. All administrative codes must be converted to assessment grades in a timely manner, normally by the end of the second Progression Period following the Progression Period to which the administrative code relates.

(6) For example, a 'W' (withheld) from the first Progression Period of one year must be converted by the end of the first Progression Period of the following year.

Section 4 - Procedure

Permission to Extend Use of Administrative Codes

(7) Extensions of administrative codes beyond the start of the second next Progression Period require the permission of the relevant Dean or delegate and must be reported to Student Administration for monitoring.

Chart of Conversions

(8) At the start of each Progression Period, the Student Records Office will use the following chart to automatically

convert to an assessment grade each administrative code for which a final grade is overdue.

Administrative Code	Assessment Grade	
	Letter Grade	Numerical Result
SA-A, SA-E	N	Original result (47, 48 or 49%)
SP-A, SP-E	Original grade	Original result
NC-A, NC-E	NC	Original result
SAH-A, SAH-E	N	No result
W	N	No result

Complaints and Grievances

(9) A student who wishes to dispute an assessment grade assigned through the conversion process described in this procedure may do so by appealing to the relevant subject coordinator within ten working days of notification of the result. Normal College dispute resolution processes should be followed, then, if necessary, the [Student Complaints Handling Policy](#).

Section 5 - Definitions

(10) For the purpose of this Policy and Procedure:

- a. Administrative Code: a meaningful code that is attached to a subject on a temporary basis, pending receipt of missing information (such as the outcome of a supplementary examination) that will determine the final Assessment Grade.
- b. Assessment Grade: any of the letter grades, and the associated numerical ranges, formally used by the University to assess students' results.
- c. Progression Period: the period of study at the end of which a student's academic progress is formally assessed. There will be two Progression Periods within an academic year. Each will be six months in duration, the first running from 1 January to 30 June inclusive and the second from 1 July to 31 December inclusive.

Section 6 - Stakeholders

Responsibility for Implementation – College Pro Vice-Chancellors; Academic staff; College General Managers.

Responsibility for Monitoring Implementation and Compliance –

Status and Details

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